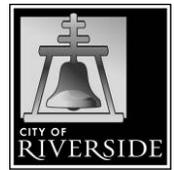


# City of Riverside

## Building & Safety Division

Phone: (951) 826-5697, Fax: (951) 826-5622

[www.riversideca.gov](http://www.riversideca.gov)



### ❖ MAIL-IN PERMIT APPLICATION ❖

NOTE: ONLY A **LICENSED CONTRACTOR** OR THE **LEGAL PROPERTY OWNER** MAY APPLY FOR THIS PERMIT  
\*IF PROPERTY OWNER PULLS PERMIT THEN THEY MUST COMPLETE THE PROPERTY OWNER'S PACKAGE\*

Job Address: \_\_\_\_\_  Residential \_\_\_\_\_  Commercial \_\_\_\_\_  
\*\*\*\*\*

IF YOU ARE A **LICENSED CONTRACTOR** APPLYING FOR THE PERMIT, COMPLETE THE **(CONTRACTOR & PROPERTY OWNER'S INFO)**:

Contractor Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Business Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Contractor's License #: \_\_\_\_\_ City Business License #: \_\_\_\_\_

**CONTRACTORS** -- You must also complete the information contained in Boxes ①, ③, ④, & ⑤ below.

IF YOU ARE THE **LEGAL PROPERTY OWNER OR CONTRACTOR** APPLYING FOR THE PERMIT COMPLETE THE FOLLOWING:

Property Owner's Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Property Owner's Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**PROPERTY OWNERS** -- You must also complete the information contained in Boxes ②, ④, & ⑤ below.

**① LICENSED CONTRACTORS DECLARATION** I hereby affirm that I am licensed under provisions of Chapter 9 (commencing with Section 7000) of Division 3 of the Business and Professions Code, and my license is in full force and effect.

License Class \_\_\_\_\_ Lic. No: \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Contractor Signature \_\_\_\_\_  
\*\*\*\*\*

**② OWNER-BUILDER DECLARATION** I hereby affirm that I am exempt from the Contractors License Law for the following reason (Sec. 7031.5, Business and Professions Code: Any city or county which requires a permit to construct, alter, improve, demolish, or repair any structure, prior to its issuance, also requires the applicant for such permit to file a signed statement that he or she is licensed pursuant to the provisions of the Contractors License Law (Chapter 9 (commencing with Section 7000) of Division 3 of the Business and Professions Code) or that he or she is exempt therefrom and the basis for the alleged exemption. Any violation of Section 7031.5 by any applicant for a permit subjects the applicant to a civil penalty of not more than five hundred dollars (\$500).):

I, as owner of the property, or my employees with wages as their sole compensation, will do the work, and the structure is not intended or offered for sale (Sec. 7044, Business and Professions Code: The contractors License Law does not apply to an owner of property who builds or improves thereon, and who does such work himself or herself or through his or her own employees, provided that such improvements are not intended or offered for sale. If, however, the building or improvement is sold within one year of completion, the owner-builder will have the burden of proving that he or she did not build or improve for the purpose of sale).

I, as owner of the property, am exclusively contracting with licensed contractors to construct the project (Sec. 7044, Business and Professions Code: The Contractors License Law does not apply to an owner of property who builds or improves thereon and who contracts for such projects with a contractor(s) licenses pursuant to the Contractors License Law.).

I am exempt under Sec \_\_\_\_\_ B & P.C. for this reason \_\_\_\_\_

Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Owner Signature \_\_\_\_\_  
\*\*\*\*\*

**③ WORKERS' COMPENSATION DECLARATION** I hereby affirm under penalty of perjury one of the following declarations:

I have and will maintain a certificate of consent to self-insure for workers' compensation, as provided for by Section 3700 of the Labor Code, for the performance of the work for which this permit is issued.

I have and will maintain workers' compensation insurance, as required by Section 3700 of the Labor Code, for the performance of the work for which this permit is issued. My workers' compensation insurance carrier and policy number are:

Carrier & Policy No. \_\_\_\_\_ (ATTACH A COPY OF YOUR CERTIFICATE)

(This section need not be completed if the permit is for one hundred dollars (\$100) or less).

I certify that in the performance of the work for which this permit is issued, I shall not employ any person in any manner so as to become subject to the workers' compensation laws of California, and agree that if I should become subject to the workers' compensation provisions of Section 3700 of the Labor Code, I shall forthwith comply with those provisions.

Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Applicant \_\_\_\_\_  
WARNING: FAILURE TO SECURE WORKERS' COMPENSATION COVERAGE IS UNLAWFUL, AND SHALL SUBJECT AN EMPLOYER TO CRIMINAL PENALTIES, AND CIVIL FINES UP TO ONE HUNDRED THOUSAND DOLLARS (\$100,000), IN ADDITION TO THE COST OF COMPENSATION, DAMAGES AS PROVIDED FOR IN SEC. 3706 OF THE LABOR CODE, INTEREST, & ATTORNEY' FEES.  
\*\*\*\*\*

**④ CONSTRUCTION LENDING AGENCY** I hereby affirm under penalty of perjury that there is a construction lending agency for the performance of the work for which this permit is issued (Sec. 3097, Civ.C.).

Lender's Name \_\_\_\_\_ Lender's Address \_\_\_\_\_  
\*\*\*\*\*

**⑤ APPLICANT'S SIGNATURE** I certify that I have read this application and state that the above information is correct, I agree to comply with all city and county ordinances and state laws relating to building construction, and hereby authorize representatives of the City of Riverside to enter upon the above-mentioned property for inspection purposes.

Signature of Applicant (Contractor or Owner) \_\_\_\_\_ Print Name \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

# City of Riverside

## ❖ FAX OR MAIL-IN PERMIT FEE WORKSHEET – RE-ROOF ❖



### DESCRIPTION OF WORK (PLEASE CHECK ONE):

- Re-roof over existing asphalt shingles with asphalt shingles (no more than 1 overlay over an existing roof).
- Remove existing roofing and re-roof with asphalt shingles.
- Hot mop or Built-up re-roof (all original roofing must be completely removed).
- Remove existing roofing, re-sheath with plywood and re-roof with asphalt shingles (*No structural modifications*).

**Note:** Re-roofing projects different than those listed above are not allowed to be permitted by FAX or Mail-In Application. For such projects please visit the Building & Safety Division office at 3900 Main Street.

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### Inspection Request Information

- If **re-sheathing** (i.e. new plywood over more than 25% of the roof) is part of the project, please call to schedule a Nailing Inspection before roofing over the new sheathing. Then, after the new roofing material is installed, please call (951) 826-5361 to schedule a *Final Inspection*.
- If permit is being issued to property owner, please fill out Property Owner Package form and have it notarized. **Add an additional \$8.00** to the total fee for Property Owner document archival.
- Fill out the appropriate Calif. Energy Commission's Efficiency form at: [www.energy.ca.gov/title24/changeout](http://www.energy.ca.gov/title24/changeout).

Enter Roof Area (SQ. FT.) Here: \_\_\_\_\_ Enter Permit Fee Amount Here: \$ \_\_\_\_\_

New Roofing over Existing Roofing (Maximum of 2 roof coverings) (No Hot Mop or Built-up Roofing)		Remove Existing Roofing, Then Apply New Roofing		Remove Existing Roofing, Apply New Roof Sheathing And New Roofing	
Roof Area (SQ. FT.)	Permit Fee	Roof Area (SQ. FT.)	Permit Fee	Roof Area (SQ. FT.)	Permit Fee
0 – 500	\$67.00	0 - 333	\$67.00	0 - 250	\$67.00
501 - 1,000	\$78.00	334 - 666	\$78.00	251 - 500	\$78.00
1,001 - 1,500	\$89.00	667 - 1,000	\$89.00	501 - 750	\$89.00
1,501 - 2,000	\$100.00	1,001 - 1,333	\$100.00	751 - 1,000	\$100.00
2,001 - 3,000	\$109.90	1,334 - 2,000	\$109.90	1,001 - 1,500	\$109.90
3,001 - 4,000	\$119.80	2,001 - 2,666	\$119.80	1,501 - 2,000	\$119.80
4,001 - 5,000	\$129.70	2,667 - 3,333	\$129.70	2,001 - 2,500	\$129.70
5,001 - 6,000	\$139.60	3,334 - 4,000	\$139.60	2,501 - 3,000	\$139.60
6,001 - 7,000	\$149.50	4,001 - 4,666	\$149.50	3,001 - 3,500	\$149.50
7,001 - 8,000	\$159.40	4,667 - 5,333	\$159.40	3,501 - 4,000	\$159.40
8,001 - 9,000	\$169.30	5,334 - 6,000	\$169.30	4,001 - 4,500	\$169.30
9,001 - 10,000	\$179.20	6,001 - 6,666	\$179.20	4,501 - 5,000	\$179.20
10,001 – 11,000	\$189.10	6,667 - 7,333	\$189.10	5,001 - 5,500	\$189.10
11,001 – 12,000	\$199.00	7,334 - 8,000	\$199.00	5,501 - 6,000	\$199.00
12,001 – 13,000	\$208.90	8,001 - 8,666	\$208.90	6,001 - 6,500	\$208.90
13,001 – 14,000	\$218.80	8,667 - 9,333	\$218.80	6,501 - 7,000	\$218.80

**NOTE:** For larger roof areas, please contact the Building & Safety Division for fee information.

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